



PUBLIC UTILITY DISTRICT NO. 1
of Jefferson County

January 9 2017

Citizen Advisory Board Meeting

Approved Minutes

A meeting of the Public Utility District No. 1 of Jefferson County (PUD) Citizen Advisory Board (CAB) was held at 310 Four Corners Road, Port Townsend, Washington on January 9 2017. The meeting was convened by James Dow at 2:30 p.m. Attending:

CAB Members:

James Dow, Chair
Stan Nealey, Vice Chair
Doug Huber
Bill Kaune
Peter Lauritzen
Roger Risley, *(until 2:50 p.m.)*

PUD Representatives:

Kenneth Collins, Commissioner
Don McDaniel, Consultant
Pamela Browning, District Recorder

Agenda Review: No changes.

CAB Member Replacement:

The open positions have been advertised; no appointments have been made. Four members are retiring:

- District 1: Jim Dow and Tom Thiersch
- District 2: Bill Kaune
- District 3: Stan Nealey

Commissioner Collins will meet with Owen Mulkey to explore his interest in continuing to serve.

Minutes: November 14 2016

Correction: Attendees included Commissioner Wayne King, not "Wayne Collins".

MOTION: By Bill Kaune, seconded by Stan Nealey and unanimously carried: to approve the November 14 2016 minutes as amended.

The CAB agreed to add the following item to each month's minutes, (until the task is completed): Bill Graham committed to set up an area on the PUD website to provide public access to reports and presentations made at CAB meetings.

Public Comment: None.

Lessons Learned:

Jim Dow led a review of 2016 CAB activities, identifying:

- Action items:
 - Rework the CAB resolution to update and clarify the CAB's role in the PUD.
 - Seek clarification regarding whether or not the CAB can pursue work suggested by any *individual* Commissioner.
- Systems to keep in place, as is:
 - Meeting time and length.
 - Agenda creation process.
- Areas that need improvement:
 - CAB reports and presentations are not being posted on the PUD website. Commissioner Collins will follow-up.
 - Poor formal process: Board of Commissioners (Board) ↔ CAB. (*This issue may have been resolved.*)
 - Lack of work requests from Board.
 - Lack of feedback from Board regarding CAB projects and reports.
- Areas that worked well:
 - Survey report.
 - Technical reviews, e.g. wood heat analysis, meter upgrades.
 - Board requests for CAB help.

Pete Lauritzen distributed a draft *Summary of Major Topics of Concern to the CAB from 2013 to 2016*. After developing the list he concluded that CAB projects consume a significant amount of staff time, e.g. giving presentations. He asked CAB members to review, mark up, and add to the list.

PUD Project Management:

Jim Dow asked if PUD staff maintain a spreadsheet of current projects, identifying staff assigned to each one, and project progress. Commissioner Collins will follow-up.

2017 Work Plan:

Don McDaniel suggested implementing a more formal approach to identify projects the Board would like the CAB pursue in 2017. In addition he asked CAB members to consider areas of interest, so work topics can be presented to the Board as soon as possible.

CAB Resolution:

Pete Lauritzen distributed the Commissioner-approved version of the CAB's organizing resolution and a letter by Pete to the CAB members listing important objectives that are omitted from the above resolution. He believes that by following a set of objectives, the organizing resolution can be re-written without the numerous inconsistencies found in the current version.

Commissioner Collins expressed support for the idea, and agreed to work with Pete to develop a 'straw man' list of objectives and procedures.

The group discussed various aspects of the CAB's:

- History,
- Purpose,
- Relationship with the Board,
- And the importance of the CAB's having a clear mission statement for new, incoming members to use.

Pete Lauritzen will write an initial re-draft; then Commissioner Collins will refine it with him – to be used as a “straw man” for further discussion and approval by the CAB prior to being forwarded to Rick Hughes for review and submission to the Board.

Meter Replacement Project: The group discussed the project's progress.

Bill Kaune will draft an “Op-ed” piece regarding the effects of radiation exposure from new “Smart” meters. Bill will send the draft to Stan Nealey and the Board for review before publication.

Bill suggested Pete Lauritzen's and Jim Dow's expertise would be valuable in evaluating the meter bids; Commissioner Collins agreed.

MOTION: By Stan Nealey, seconded by Bill Kaune and unanimously carried: to endorse Jim Dow's and Pete Lauritzen's participation in evaluating the meter replacement bids.

2015 Audit Update:

The State Auditor's Office exit interview is scheduled for February 9; Don McDaniel will brief the CAB on interview results at its next meeting.

Chief Financial Officer Hiring Update:

Eight candidates have been identified; that group will be winnowed and then interviews scheduled.

Open Public Meetings Act Training:

Each CAB member is required to take the training and get certified; certification receipts should be sent to Annette Johnson.

Next Steps / Additional Actions:

- Pete Lauritzen will bring the draft CAB resolution to the next meeting for discussion.
- Stan Nealey will meet with PUD staff to familiarize himself with the current customer shut-off situation and report back to the CAB.
- Commissioner Collins suggested the CAB might want to create a sub-committee to research community solar options for the Board. Pamela Browning forwarded him Jim Dow's community solar presentation slides.

Public Comment: None.

Adjournment:

MOTION: By Doug Huber, seconded by Bill Kaune and unanimously carried: to adjourn the January 9 2017 PUD Citizen Advisory Board meeting at 4:13 p.m.

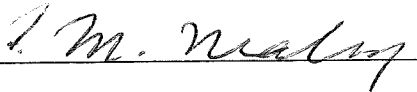
Minutes prepared by: Pamela Browning, PUD Recorder

[Click here to access the CAB meeting audio file.](#)

Approved:

~~James Dow~~, Chair

Date





Stan Nealey, Vice Chair

Date

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Proposed Purpose and Objectives of the CAB

by Peter Lauritzen

February 13, 2017

Resolution No. 2016-019, clarifying the role of the CAB, was approved by the Board of Commissioners on November 1, 2016. However a review of this resolution revealed a number of inconsistencies¹. In an attempt to resolve these inconsistencies I have set out some clear goals or purpose statements from which a possible new resolution can be written. Once agreement on the goals is obtained, then a new resolution can be stated clearly and consistently.

1. **General Purpose** adapted from Jim Parker's statement to the CAB on 5/29/13.

The Citizen Advisory Board CAB assists the PUD Board of Commissioners in formulating PUD policies and in translating policy issues into recommendations for action. Also, the CAB can serve to build public consensus on controversial issues, provide a community forum for in-depth discussion, and contribute expertise on complex matters.

2. **Direction of CAB Activities**

The CAB can undertake activities suggested by the Board of Commissioners (the Board), the General Manager or from within the CAB itself. Although the CAB's activities do not require approval of the Board, the CAB remains limited to an advisory role and has no authority for action except through recommendations to the Board. Regularly summarizing CAB activities by giving presentations and reports at Board Meetings are essential communication channels between the CAB and the Board. Project reports and recommendations prepared by the CAB are to be distributed to the Board, interested staff and the public as soon as they are approved by the CAB.

3. **CAB members to Serve Individual Commissioners**

The CAB members serve at the pleasure of the Commissioner in their district. Each Commissioner has the authority alone to make, or terminate CAB appointments from his or her district. This approach serves to amplify rather than dilute regional representation. A Commissioner's control of a CAB member from his or her district is limited to the ability to dismiss the CAB member at any time with or without cause.

4. **CAB members Appointed for three-year Terms**

The CAB members are appointed for staggered three-year terms. A Commissioner's decision whether or not to reappoint an existing CAB member is not limited by term limits, but is the prerogative of the Commissioner alone.

¹ Item #2 in 2016-019 states "approved at the discretion of the Board" in one place and "the CAB need not obtain Board approval" in another place. Also item #3C fails to note that CAB term limits affect a Commissioner's choices as much or more than those of an individual CAB member.

THEREFORE, BE IT RESOLVED

Following are suggested items for resolutions that follow the goals listed earlier. If the previously stated goals are changed, then the items below will need to change as well.

1. **Purpose:** To provide advisory recommendations to the Board on matters requested by the Board and those originating in the CAB.
2. **Manner of Assignment:** Each regular Board meeting agenda that follows a CAB meeting should have an agenda item entitled "CAB Update". Current CAB projects will be reviewed by the CAB chair or a designee.
3. **Membership:** The Board wishes to maintain institutional knowledge among the CAB members while providing opportunity for increased citizen participation. To that end membership on the CAB shall proceed as follows:
 - A. As terms of current CAB members expire each Board member appoints one person/year who resides within the Board member's respective district for a new 3 year term.
 - B. A CAB member appointed to fill a vacant position will serve the remainder of the CAB position being filled.
4. **Removal of CAB Member:** A Commissioner can remove one of the CAB members from his or her district at any time with or without cause.
5. **Administrative procedures and support:** the CAB shall:*(follow existing Resolution No. 2016-019 text below without change except for the deletion of #F and the addition of #H)*
 - A.
 - B.
 - C.
 - D.
 - E.
 - F. *Delete #F since it is already covered in #2 above.*
 - G.
 - H. *Add that exiting CAB members are expected to serve until the time that new CAB appointments are made (typically, new appointments do not take effect until March).*
6. Periodic Review:
7. Supersedure: